Approved For Release 2005/08/03 : CIA-RDP70-00211R000500040127-1

File: ARO 15 - 3

C-O-N-F-I-D-E-N-T-I-A-L

10 December 1962

12/10/62
MEMORANDUM TO: Mailed to All ARO's and 20 copies sent to [redacted] in the DD/P Area. 25X1

From : CIA Records Administration Officer/DDS

1. There will be a meeting of Records Officers on Friday, 14 December 1962 at 10:30 A.M. in Room 1E-78, Headquarters.

2. Here is the tentative Agenda:

a. Motorized Shelf Filing [redacted] 25X1

b. Forms Management at the Operating Level -

c. Vital Records -

d. Establishing 1963 Subject Files -

e. Records Officers Work Reporting System -

3. This should be sufficient to keep us busy until Noon. I look forward to seeing you.

[redacted] 25X1

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RAO Copy File: ARO's

TRANSMITTAL SLIP | DATE: 8 January 1963

TO: SEE REVERSE SIDE (ARO's)

ROOM NO.	BUILDING

REMARKS:

The attached pocket-size Guide, "File and find it" has been made available to me through courtesy of Joe Wetzberger, Chief Military Records Center, GSA.

I hope you will find it useful.

[redacted] ed more copies.

FROM: [redacted]

ROOM NO.	BUILDING	EXTENSION
604	1016-16th St.	[redacted]

FORM NO. 241 1 FEB 55 REPLACES FORM 36-8 WHICH MAY BE USED. GPO : 1957 - O - 439445

25X1

25X1

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25X1

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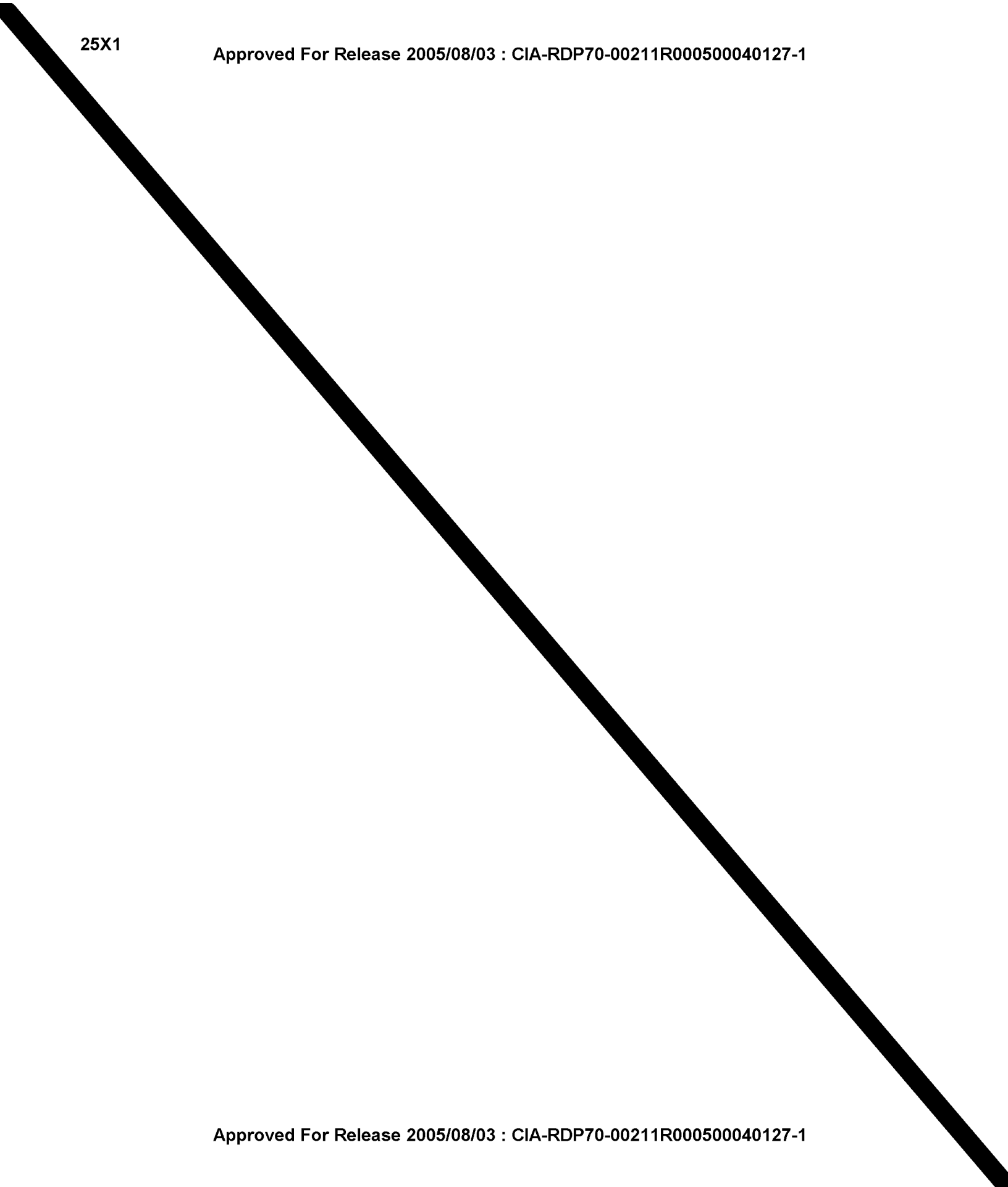

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